



ANNUAL REPORT OF THE COUNTY CLERK TO THE STATE BOARD OF EDUCATION

2003 PROGRAM INSTRUCTIONS

WindowsTM Version

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
D. KENT KING, COMMISSIONER OF EDUCATION

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2003 Downloading Instructions

Downloading the County Clerk Data Collection Program

To download the 2003 County Clerk Data Collection Program, it will be necessary to use a computer with Internet access. If wishing to put the program on a computer other than the one being used to download the program, it will be necessary to have two computer disks.

The Department of Elementary and Secondary Education Website only supports the use of Microsoft Internet Explore 5.01 or higher. If this is not currently on your computer, a free download may be obtained at the following link: <http://www.microsoft.com/windows/ie/downloads/archive/default.asp> Follow the online instructions to download your free version.

To Download the County Clerk Data Collection Program:

1. Go to the School Finance website at the following address: <http://dese.state.mo.gov/divadm/finance/>.
2. Click on the "County Clerk" link.
3. To print the 2003 Reporting Instructions and/or 2003 Program Instructions click the title of the appropriate document* to open it, then press the **print icon** or "File" "Print".

*These items are PDF files that may only be opened with the use of Acrobat Reader. If this program is not currently on your computer, go to <http://dese.mo.gov/pdfnote.html> and follow the instructions to download a free copy.

To Download The County Clerk Data Collection Program On The Computer You Are Currently Using:

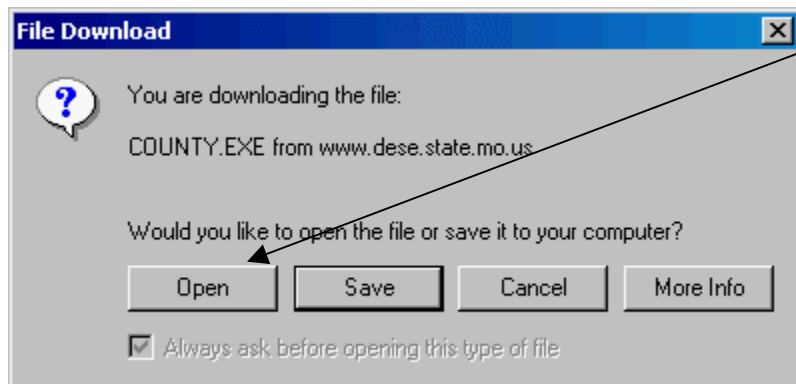
4. Click on **one** of the following links to begin the download process.

NOTE: Only one of the files listed is needed to download the program. Since only one county may download the program at a time, the additional copies of the program allow other counties to download the program at the same time.

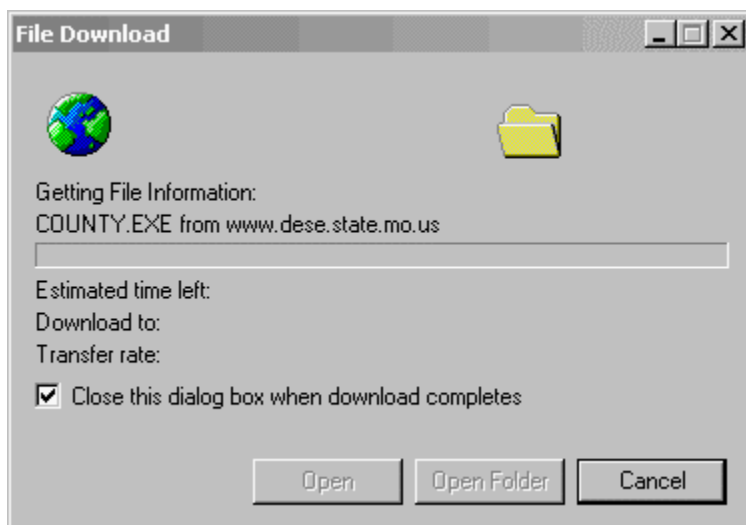
If the following error message appears, "**Cannot open the Internet site**", it means that another county is in the process of downloading that copy of the program. Try clicking on one of the other copies of the program or wait a few minutes and try the download again.

[COUNTY.EXE](#)
[COUNTY.EXE](#)
[COUNTY.EXE](#)

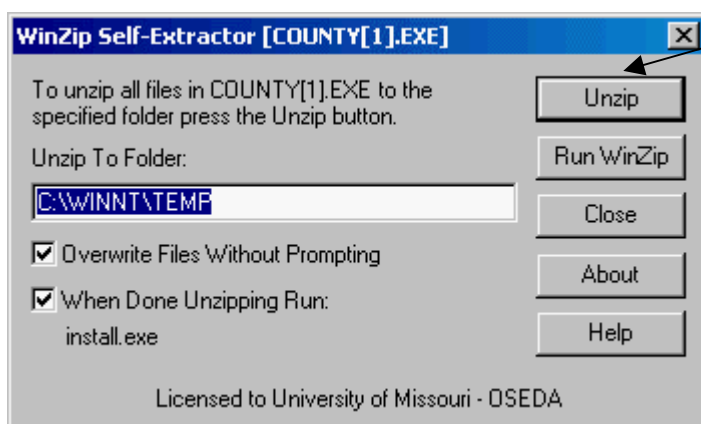
5. After clicking on one of the above links, the File Download screen will appear. Click the "Open" button.



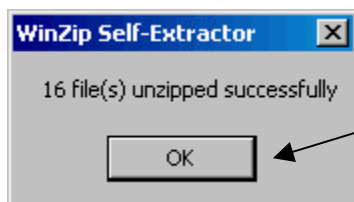
6. A second File Download screen will be displayed and will remain on the screen as the file is being downloaded.



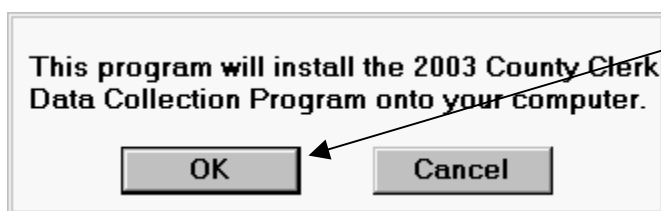
7. Next, the WinZip Self-Extractor screen will be displayed. **DO NOT** change any of the defaults. Click "Unzip" to continue.



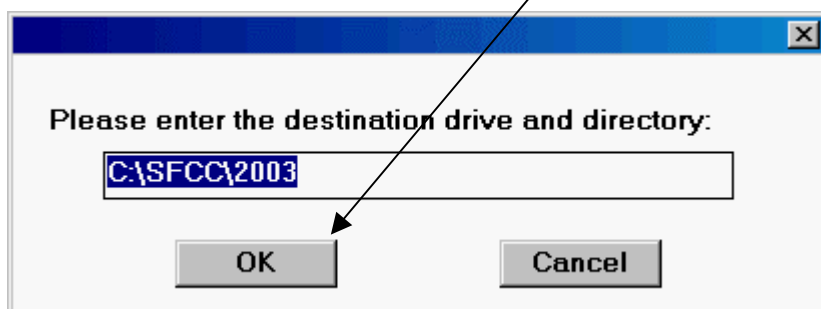
8. When the files have been unzipped successfully, another screen will appear. Click "OK" to continue.



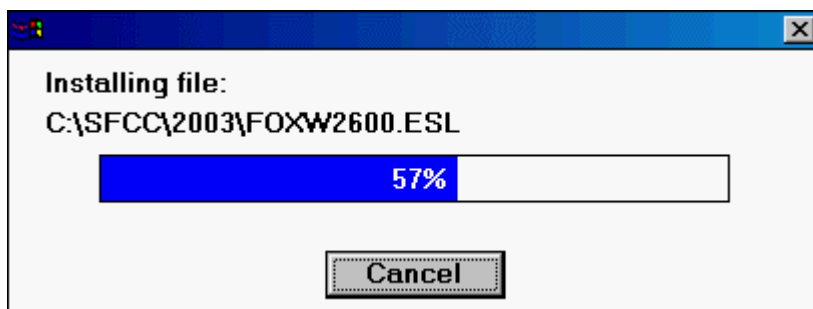
9. The next screen is an introduction screen to the County Clerk program. Click "OK" to continue.



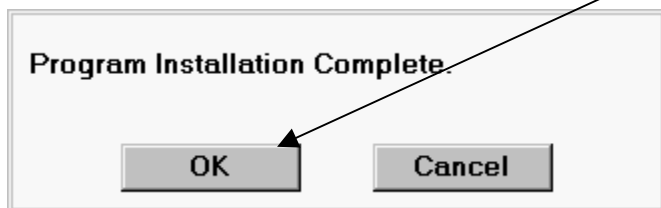
10. Next, a screen will appear asking for the drive and directory where the program will be installed. Type C:\SFCC\2003 if it does not already appear and click "OK" to continue.



11. The following screen will display as the program is installing and the status bar will move across to 100%.



12. When the Program Installation Complete screen appears, click "OK" to continue.



13. Exit the browser program (Internet Explorer). This completes the download process.
14. The program is now installed. To start the County Clerk Data Collection Computer Program using Windows 95 or higher, click on the "Start" button then select "Programs", next select "2003 County Clerk Report", and finally click on "2003 County Clerk Report to DESE".
15. If more information is needed on how to use the program, please refer to the "Program Instructions".

To Download The County Clerk Data Collection Program Onto Two Computer Disks:

4. Obtain 2 blank formatted 3.5 inch disks, and label them "Disk 1" and "Disk 2".
5. Insert the blank disk labeled "Disk 1" into the A drive of the computer.
6. **RIGHT** click on each one of the files below (Disk 1), one file at a time, then select "Save Link As...", or "Save Target As..." with the LEFT mouse button.



COUNTY CLERK DISK 1:

[CC03.SHR](#)

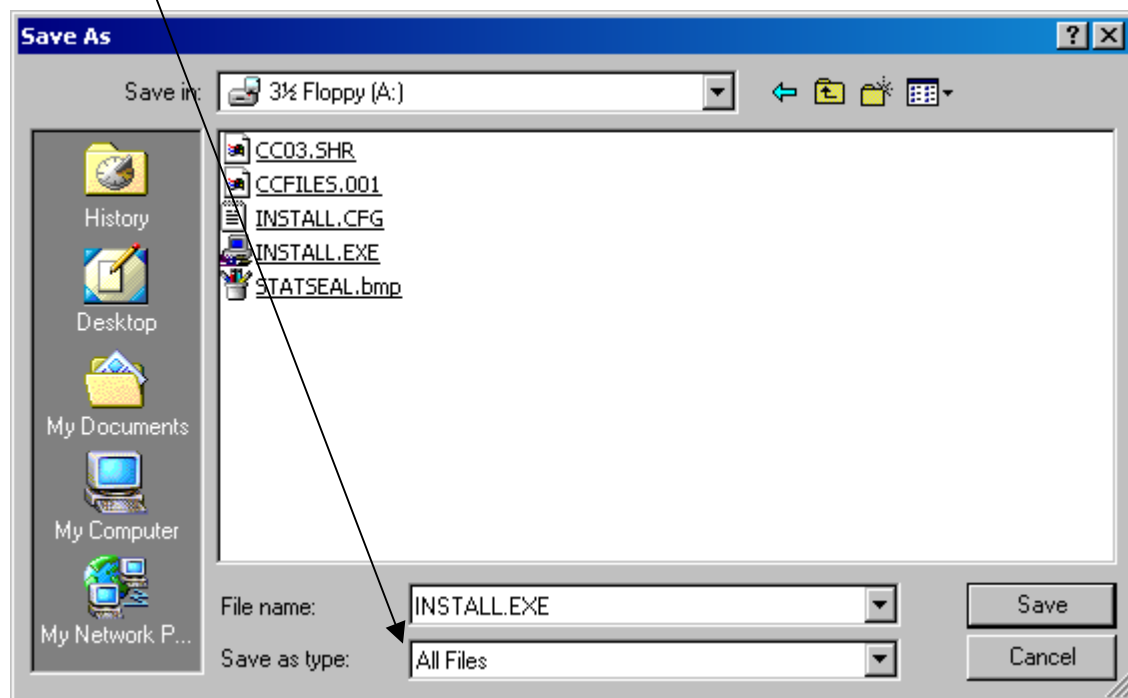
[CCFILES.001](#)

[INSTALL.CFG](#)

[INSTALL.EXE](#)

[STATSEAL.BMP](#)

6. When the "Save As" dialog box appears, change the "Save as Type" box, located at the bottom of the dialog box, to "All Files". Also, change the "Save in" box, located at the top of the dialog box, to "3 1/2 Floppy (A:)". Then click the "Save" button. Repeat steps 6 and 7 for each file listed under Disk 1. Following is an example of the contents of Disk 1 after all files have been saved.



7. After all files for Disk 1 have been copied, remove the disk from the disk drive.

8. Insert the blank disk labeled "Disk 2" into the A drive of the computer.
9. **RIGHT** click on each of the files below (Disk 2), one file at a time, then select "Save Link As...", or "Save Target As..." with the LEFT mouse button.



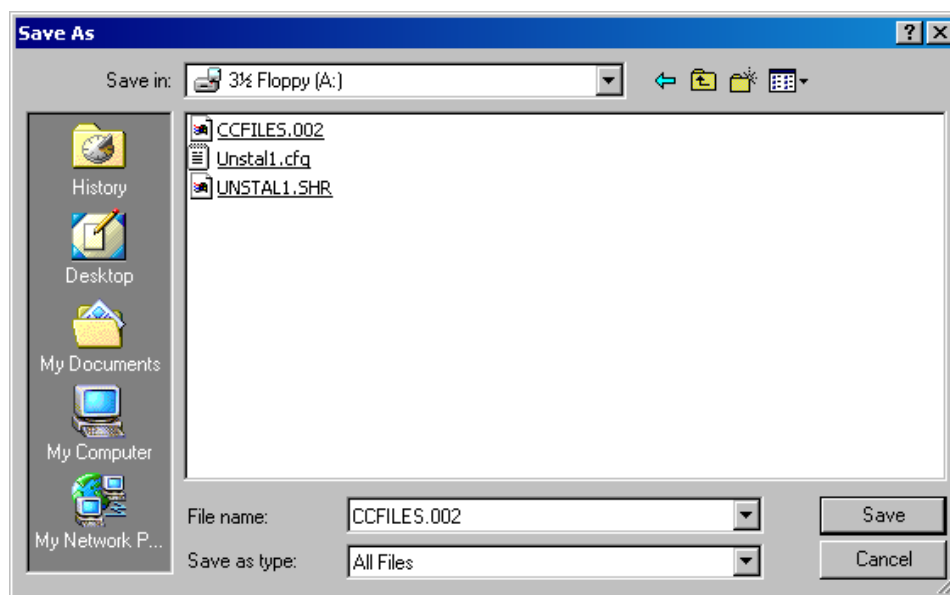
COUNTY CLERK DISK 2:

[CCFILES.002](#)

[UNSTAL1.cfg](#)

[UNSTAL1.SHR](#)

10. When the "Save As" dialog box appears, change the "Save as Type" box, located at the bottom of the dialog box, to "All Files". Also, change the "Save in" box, located at the top of the dialog box, to "3 1/2 Floppy (A:)". Then click the "Save" button. Repeat steps 9 and 10 for each file listed under Disk 2. Following is an example of the contents of Disk 2 after all files have been saved.



11. After all files for Disk 2 have been copied, remove the disk from the disk drive.

This process has created a set of County Clerk program disks, which can be used to install the County Clerk program onto any computer.

Installing the Program

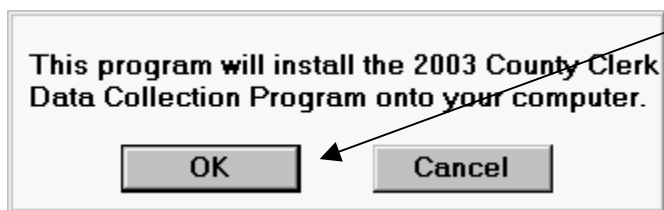
For Windows 95 and higher:

1. Insert Disk 1 into the A drive of the computer where the program will be installed.
2. Click "Start" and then "Run".
3. Type a:\install and then click "OK". Proceed to step 4.

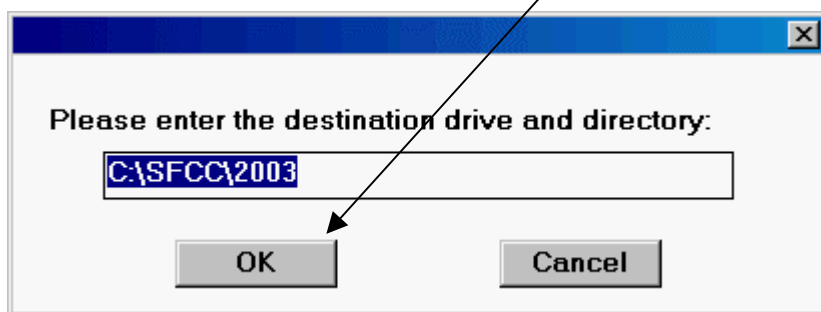
For Windows 3.X:

1. Insert Disk 1 into the A drive of the computer where the program will be installed.
2. Click "File" and then "Run" from the Program Manager menu.

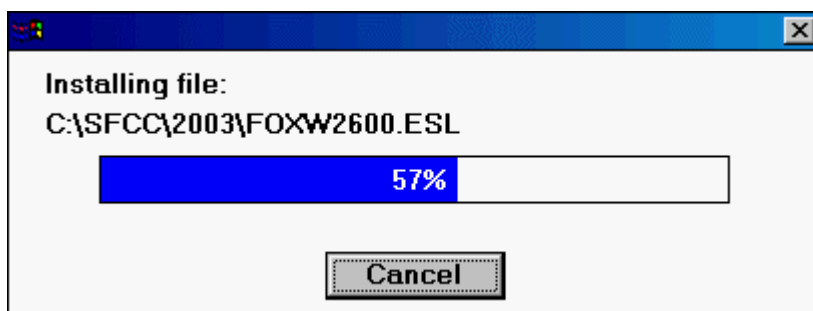
3. Type a:\install and then click "OK". Proceed to step 4.
4. The next screen is an introduction screen to the County Clerk program. Click "OK" to continue.



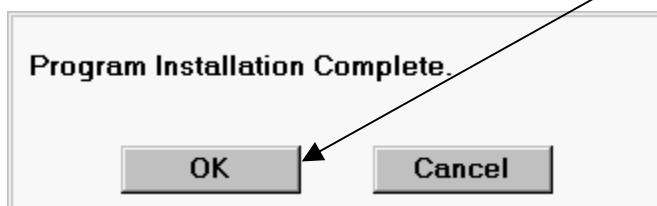
5. Next, a screen will appear asking for the drive and directory where the program will be installed. Type C:\SFCC\2003 if it does not already appear and click "OK" to continue.



6. The following screen will display as the program is installing and the status bar will move across to 100%.



7. When the Program Installation Complete screen appears, click "OK" to continue.



8. Exit the browser program (Internet Explorer). This completes the download process.

9. The program is now installed. To start the County Clerk Data Collection Computer Program using Windows 95 or higher, click on the **“Start”** button then select **“Programs”**, next select **“2003 County Clerk Report”**, and finally click on **“2003 County Clerk Report to DESE”**.

Important Note

Since amendments may be necessary, it is important to keep the program on the computer for at least **one year**. After that time, if there are no further revisions, the program may be erased. Be sure there is an up-to-date paper copy of the report on file and an up-to-date backup copy of the data on a disk.

To un-install the program, go to the Start Menu and click on Programs, 2003 County Clerk Report, 2003 County Clerk Report Un-Install and the program will be removed from your computer.

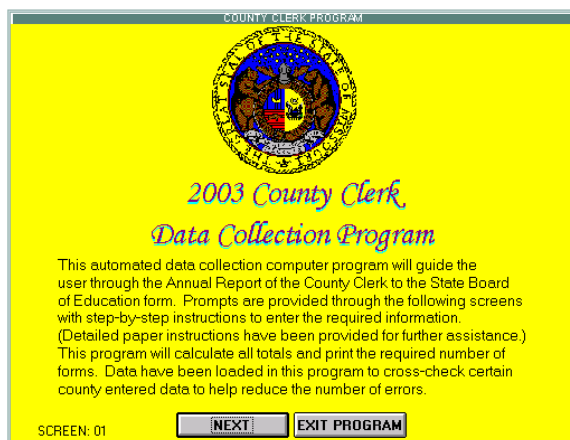
Running the Program

To start the County Clerk Data Collection Computer Program using Windows 95 or higher, click on the **“Start”** button and select **“Programs”**, **“2003 County Clerk Report”**, and finally click on **“2003 County Clerk Report to DESE”**.

To start the County Clerk Data Collection Computer Program using Windows 3.1, double click on the **“2003 County Clerk Report to DESE”** icon (capital building) to run the program.

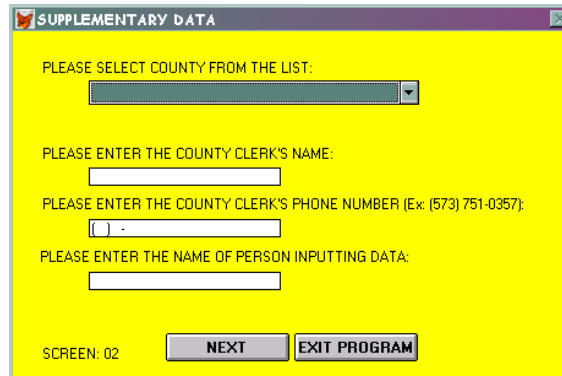
Introduction - Screen 1

This screen gives basic instructions. Use the Mouse or the Enter Key to select **“CONTINUE”**.



Supplementary Data - Screen 2

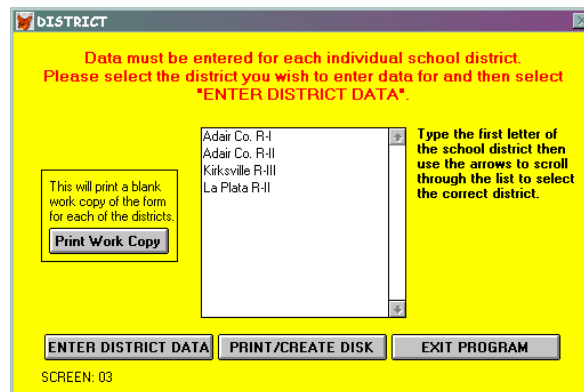
This screen allows input of county name, county clerk name, county clerk's phone number, and name of person inputting data. Use the Mouse or Up-Arrow and Down-Arrow keys to scroll through the list and highlight the appropriate county. To move to a specific letter of the alphabet, type the letter while the "Please select county from the list" field is highlighted.



District - Screen 3

This screen lists all school districts in the chosen county. Use the Mouse or Up-Arrow and Down-Arrow keys to scroll through the list, highlight the district to be entered, and click on the "Enter District Data" button. If needed, a blank form for each district in the selected county may be printed by selecting the "Print Work Copy" button.

After data have been entered for each of the districts, select "Print/Create Disk" to process the totals and check for errors. The **Total Page** will automatically be filled in with the combined totals of all the school districts listed for the county once "Print/Create Disk" is selected.



District Information - Screen 4

This screen displays a blank **Annual Report of the County Clerk to the State Board of Education** form. Use the Up-Arrow and Down-Arrow keys or the Tab Key to move the cursor through the fields on the screen. Enter school district data on the appropriate lines. The totals will automatically be calculated as you tab through the fields.

DISTRICT INFORMATION - PART 1

County: 001 Adair District: 001-090 Adair Co. R-1

ASSESSED VALUATION FOR DECEMBER 31, 2002 DOLLARS ONLY

1. Residential and Farm Residential Property	0
2. Agricultural - Include any Forest Crop Land	0
3. Commercial - Include Locally Assessed Railroad & Utility (LARRU)	0
4. Personal - Include Locally Assessed Railroad & Utility (LARRU)	0
5. TOTAL	0

REVENUE DISTRIBUTED JULY 1, 2002 THROUGH JUNE 30, 2003 DOLLARS AND CENTS

Revenue	Revenue Collected by County	Less Fees/Comms Withheld by County	= Net Amount Reported to District	+ Plus Interest Earned	= Equals Amt Paid to District
6. Financial Institution Tax	0.00		0.00	0.00	0.00
7. M & M Surtax	0.00	0.00	0.00	0.00	0.00
<small>INCLUDES Protected M&M Surtax and State Imposed Railroad & Utilities Surtax.</small>					
8. In Lieu of Tax	0.00		0.00	0.00	0.00
9. Penalties, Fines, etc.	0.00		0.00	0.00	0.00
<small>INCLUDE Overplus/Unclaimed Tax Surplus, Surplus Land Sales, Sheriff Sales/Foreclosure Sale, etc. EXCLUDE Concentrated Animal Feeding Operations/penalties.</small>					
10. State Assessed RR & Util.	0.00	0.00	0.00	0.00	0.00
<small>INCLUDE Private Car Tax and Protected LARRU, DO NOT Include LARRU</small>					
<small>a) Portion of Net Amount SARRU for School Purposes</small>					
<small>b) Portion of Net Amount SARRU for Debt Service</small>					
<small>c) Portion of Net Amount SARRU for Capital Projects</small>					
11. Federal Properties	0.00		0.00	0.00	0.00
<small>Federal Forest/Mineral/Flood amounts distributed per Sections 12.070 and 12.080, RSMS.</small>					

SCREEN: 04 **NEXT DISTRICT** **EXIT PROGRAM**

To help clarify the process, the column headers read across as a mathematical formula.

Lines 1-4 **Assessed Valuation (AV):** Report the final assessed valuation for each school district based on the estimated assessed valuation reported to each school district in June, 2002, as modified throughout the year by a) the Board of Equalization in August, 2002; b) the State Tax Commission through a protested assessment action; or c) the Circuit Court through a protested assessment action. Include only the taxable assessed valuation of property. **Do not report abated property values.**

- **REVENUE COLLECTED BY COUNTY** - Report the total amount of revenue collected by the county for distribution to the school district BEFORE ANY COUNTY FEES OR COMMISSIONS ARE WITHHELD.
- **LESS FEES/COMMISSIONS WITHHELD BY COUNTY** - Report any county fees or commissions withheld (i.e., Assessment, Collector, etc.).
- **NET AMOUNT REPORTED TO DISTRICT** - The amount reported in this column (Column 1, Revenue Collected by County minus Column 2, Fees/Commissions Withheld by County) should be the net (actual) amount of each type of revenue transmitted to the school district. It should not include any interest. This column will be used to confirm the amount of each revenue reported by the school district. (If interest is included in this column, it will decrease the amount of state aid a school district will receive.)
- **PLUS INTEREST EARNED** - Report the amount of interest earned by specific revenue while the funds were being held by the county prior to disbursement to the school district. If interest earned is not reported to the school district separately, as well as on this report, the school district will receive a reduction in state aid.
- **EQUALS AMT PAID TO DISTRICT** - Column 3 (Net Amount) plus Column 4 (Interest Earned) equals Column 5 (Amount Paid To District).

Line 6 **Financial Institution Tax:** Amount of Financial Institution Tax (Intangible Tax) received from the MO Department of Revenue and transmitted to each school district. No county fees are withheld.

Line 7 **M & M Surtax:** Amount of surtax on commercial real estate. This includes the surtax on State Assessed Railroad and Utilities AND Protested M & M Surtax. Amounts may be withheld for county fees or commissions.

Line 8 **In Lieu of Tax:** Amounts transmitted to a school district for in lieu of tax for property taken off the tax rolls. No county fees or commissions are withheld.

Line 9 **Penalties, Fines, Escheats, Estrays, Etc.:** Amounts transmitted to a school district identified as penalties, fines, escheats, and estrays. This includes Sheriff's sales (foreclosure surplus), unclaimed tax surplus/overplus, and surplus land sales. Penalties paid by "concentrated animal feeding operations" as defined by the MO Department of Natural Resources should not be included. No county fees are withheld.

- Line 10 **State Assessed Railroad and Utilities (SARRU):** Amounts transmitted to a school district based on the State Tax Commission assessment. The county clerk calculates the disbursement for School Purposes (Teacher & Incidental Funds), Debt Service Purposes, and Capital Projects Purposes. Report the amount sent to the school district for each purpose on lines 10a, 10b, and 10c. The total of 10a, 10b, and 10c must equal the NET AMOUNT REPORTED TO DISTRICT on line 10. This includes PRIVATE CAR TAX and PROTESTED SARRU taxes. Do not include Locally Assessed Railroad & Utility taxes. Amounts may be withheld for county fees and commissions.
- Line 11 **Federal Properties:** Total amounts transmitted to the school district for federal forest, mineral, and flood as received from the State of Missouri and distributed per Sections 12.070 and 12.080, RSMo. Section 12.070 monies are based on revenue transmittals through the state treasurer to each county from the united states Department of Agriculture and Interior for forest management services/mineral leasing receipts per Section 2506 of the National Energy Bill. Section 12.080 monies are received from any federal department for leases of federal land subject to the Flood Control Act (33 U.S.C.A) of 1928, as amended.

After entering all data for the school district, select “OK” to return to the data entry screen. On Screen 3, choose another district for data entry, or select the “CONTINUE” button to continue with the report.

This program will foot and cross-foot all of the totals for each school district and the total page (up and down all columns and across all lines). The calculation portion of this program may take a few minutes.

ERROR CHECKS

A “Line 10 Error” message will occur when the total of lines 10a, 10b, and 10c does not equal the amount entered for Line 10, Column 3, “Net Amount Reported to District”. These numbers must equal before exiting this screen. Make corrections by typing over data on the data entry screen (Screen 4).

	Net Amount Reported to District	Breakdown of Net Amount Reported to District
10. State Assessed RR & Util.	0.00	0.00
10a. Portion of Net Amount SARRU for School Purposes	0.00	0.00
10b. Portion of Net Amount SARRU for Debt Service	0.00	77.77
10c. Portion of Net Amount SARRU for Capital Projects	0.00	0.00

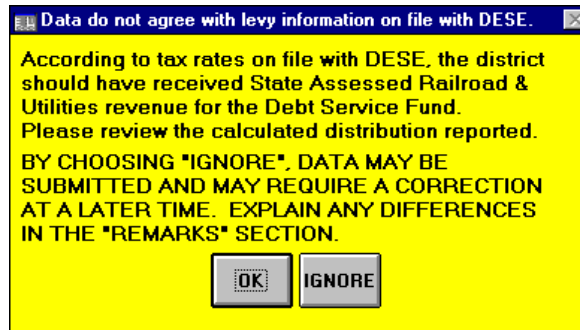
Line 10a + 10b + 10c MUST BE EQUAL TO Line 10 *Net Amount Reported to District*

Click on OK to go back to the data entry screen to correct the numbers

OK

A “Data Do Not Agree” message (see following example) will display when the county enters a revenue amount on line 10a, 10b, or 10c, but the district **did not** have a levy in the corresponding fund. The message will also display if the county does not enter a revenue amount on line 10a, 10b, or 10c, but the district **did** have a levy in the corresponding fund. Make corrections by typing over data on the data entry screen (Screen 4).

CAUTION: The “IGNORE” button should only be used when county entered data disagree with DESE program data and the county clerk elects to submit data as entered. By choosing “IGNORE”, data may be submitted as entered, but may require correction at a later time. Explain any differences on the “REMARKS” screen.



EDIT CHECKS

The following data have been loaded into this program to crosscheck county entered data. If there are no problems with the data, the program will **skip to Screen 9**. Otherwise, one or more of the errors listed below the data description will be printed.

- **County Submitted 2002 Form 11A Assessed Valuation to the State Tax Commission**

The majority of differences in the totals is due to the timing of the Form 11A sent to the State Tax Commission. Compare the County Clerk's December 31 assessed valuation with the Form 11A assessed valuation for a possible explanation of any differences.

Edit Check One: A difference of more than 3% exists when the total of Lines 1-3 (Assessed Valuation as of December 31, 2002, for Residential and Farm Residential, Agricultural, and Commercial Properties) is compared with the amount submitted to the State Tax Commission.

Edit Check Two: A difference of more than 1% exists when Line 4 (Assessed Valuation as of December 31, 2002, for Personal Property) is compared with the amount submitted to the State Tax Commission.

- **County Financial Institution Tax Distribution**

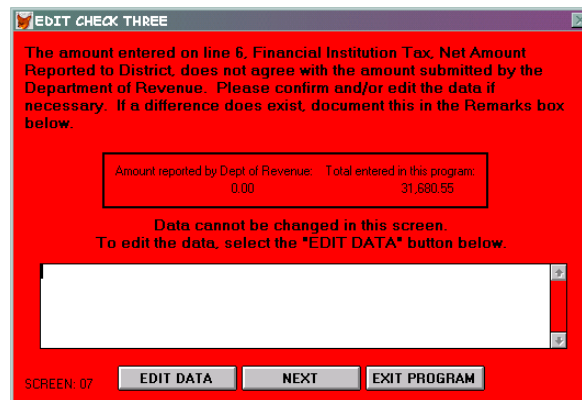
Compare the exact amount sent from the Missouri Department of Revenue for each school district to the amount distributed to each district.

Edit Check Three: The amount entered on Line 6 (Financial Institution Tax, Net Amount Reported to District) does not agree with the amount submitted by the Department of Revenue. Please confirm and/or edit the data if necessary.

Edit Check Four: The amount entered on Line 6 (Financial Institution Tax, Interest Earned) does not agree with the amount submitted by the Department of Revenue. Please confirm and/or edit the data if necessary.

To revise school district data after receiving the above errors, select the **"EDIT DATA"** button. To continue and ignore the calculation checks, press the **"PRINT/CREATE DISK"** button. A prompt to enter an explanation for any difference noted will be given.

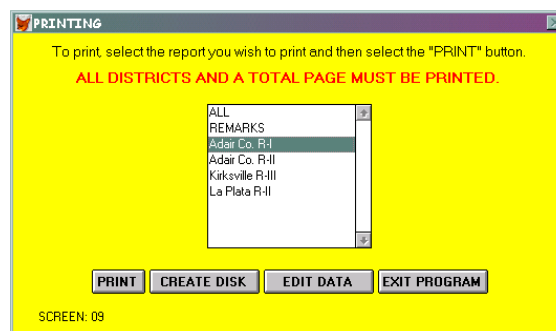
CAUTION: Below is a sample edit screen. By choosing "NEXT", incorrect data may be submitted but may require correction at a later time. Explain any differences on the "REMARKS" screen.



PRINTING - Screen 9

This screen lists the different reports that may be printed from the County Clerk Program. This program does not require a special printer set-up. Use normal print procedures for printing this report. When the printer is ready, highlight the page to be printed by using the mouse or the arrow keys and press “**PRINT**” to start printing. (Select **ALL** to print all of the districts and the total page.)

NOTE: Selecting the “**EDIT DATA**” button will return the program to Screen 3, “**DISTRICT**”, and will allow for the review or correction of individual district data.



This program will print four copies of each school district report and the total page and two copies of the comment page. These should be distributed as follows:

DESE Copy - Send to: DESE School Finance, P.O. Box 480, Jefferson City, MO 65102-0480.

District Copy - Send to the appropriate school district.

County Clerk Copy - Maintain in county clerk files.

County Treasurer Copy - Send to the county treasurer.

CREATING DATA DISK - Screen 10

When the printing of the document is finished, click on the “**CREATE DISK**” button to make a disk copy.

Screen 10 will request that a blank formatted disk be placed in the A: drive. Click on “**CREATE DISK**” and the county data will be copied to the disk for submission to the School Finance Section of the Department of Elementary and Secondary Education.



Label the Disk as Follows:

County Number - County Name
County Clerk Report to DESE
Date

Checking the Disk to Verify Data Has Been Copied Correctly:

Check the disk to see if data have been copied correctly. To do this, go to “START”, “RUN”, “BROWSE”, and select the “A:” drive. A file named **COPY.DBF** should be listed on the directory. If this file is not listed, call the School Finance Section for assistance at (573) 751-0357.

Making a Backup Copy of the Data:

To make a backup copy of the data for the county, insert another blank formatted disk in the appropriate disk drive and re-click the circle beside the appropriate drive. This will copy the data to the second disk, which can serve as a backup. Label this disk **Backup Copy of County Clerk Report to DESE** followed by the date.

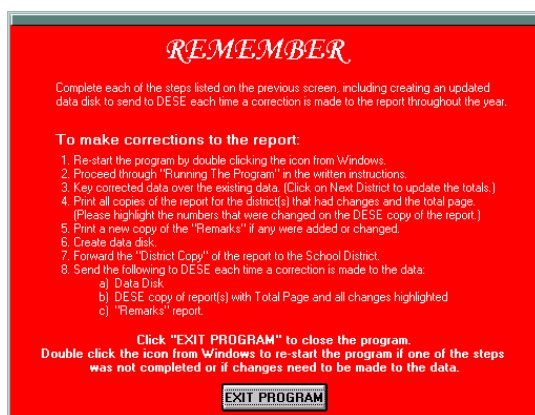
REMINDER: Per Section 51.163, RSMO, please send the items listed below by **JUNE 30, 2003** to:

School Finance
Department of Elementary and Secondary Education
PO Box 480
Jefferson City, MO 65102-0480

1. Data disk,
2. DESE copy of report for each district and total page with signatures, and
3. Remarks report, if remarks were entered.

NOTE: Selecting the “**EDIT DATA**” button will return the program to Screen 3 “**DISTRICT**” to make any appropriate changes. Select “**EXIT PROGRAM**” to close the program.

MAKING CORRECTIONS TO DATA



The following instructions will be of assistance when making corrections to the county clerk data after the initial computer program process has been completed.

1. Re-start the program by double-clicking the icon from Windows.
2. Go to Step 1 of “Running the Program” on page 5 to begin the correction process.
3. Key corrected data over existing data for the district that needs to be corrected. The computer program will not automatically re-calculate totals for the total page until the “**PRINT/CREATE DISK**” button on Screen 3 is selected.
4. Print all copies of the report and the total page for the district(s) that had changes. (Please highlight the numbers that were changed on the DESE copy of the report.)
5. Print a new copy of the **Remarks** if any were added or changed.
6. Create data disk (Screen 10).
7. Forward the “District Copy” of the report to the School District each time a correction is made throughout the year.
8. Send the following to School Finance each time a correction is made to the data:
 - a) Data disk,
 - b) DESE copy of report(s) and Total Page with changes highlighted, and
 - c) Remarks report (if there were any changes or additions).

Reminder: Please send an updated data disk along with signed corrected DESE paper copies (with all corrections highlighted) to DESE each time a correction is made to the report throughout the year.